

**WEST VIRGINIA
SECRETARY OF STATE
JOE MANCHIN, III
ADMINISTRATIVE LAW DIVISION**

Form #5 ☐

Do Not Mark In This Box

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2004 DEC -6 A 10:31

OFFICE WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: West Virginia Division of Culture & History TITLE NUMBER 82CSR6

CITE AUTHORITY: Section 29-1-6

RULE TYPE: PROCEDURAL X INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE _____

CITE STATUTE(s) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES X NO _____


IF YES, SERIES NUMBER OF RULE BEING AMENDED: 6 Repeal & Replace

TITLE OF RULE BEING AMENDED: Archives & History Library Services and Fee Guidelines

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS January 15, 2005


Authorized Signature



WEST VIRGINIA
DIVISION OF
CULTURE & HISTORY

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Charleston, WV
25305-0300

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TDD 304.558.3562
www.wvculture.org

EEO/AA Employer

RE: PUBLIC COMMENTS FOR PROCEDURAL RULE 82CSR6

NO COMMENTS RECEIVED

A handwritten signature in cursive script, reading "Fredrick H. Armstrong". The signature is written in black ink and is positioned above a horizontal line.

Fredrick H. Armstrong, Director
West Virginia Archives and History

TITLE 82
PROCEDURAL RULE
CULTURE AND HISTORY

SERIES 6
ARCHIVES AND HISTORY LIBRARY
SERVICES AND FEE GUIDELINES

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SECRETARY OF STATE

§82-6-1. General.

1.1. Scope. - These procedural rules set forth policies and procedures concerning the availability to the public of all records and informational materials generated, developed, or held by Archives and History.

1.2. Authority. - W. Va. *Code* §29-1-6

1.3. Filing Date. - December 6, 2004

1.4. Effective Date. - January 15, 2005

1.5. Repeal of former rule. - This procedural rule repeals and replaces WV 82CSR6 "Archives and History Library Services and Fee Guidelines" filed April 19, 1996, and effective July 1, 1996.

§82-6-2. Definitions.

2.1. *Emergency requests* are research inquiries involving the immediate health and well-being of a patron, such as documentation necessary for acquiring or sustaining health benefits.

2.2. *Research requests* are inquiries for information submitted in writing to Archives and History.

2.3. *Rush requests* are research inquiries needed on an immediate basis, but not involving the health and well-being of a patron. These inquiries typically will be responded to within two days.

2.4. *Specialized collections* consist of any one of the following Archives and History collections: archives collections, manuscript collections, special collections, photograph collections, audiovisual archives, maps, state documents, rare books, and other materials requiring staff assistance.

§82-6-3. Public Availability and Use.

3.1. Availability of records.

Archives and History's administrative/office records are available to the greatest extent

possible in keeping with the spirit and intent of the Freedom of Information Act. Requestors should address their requests to the state archivist. The person making the request need not have a particular interest in the subject matter, nor provide justification for the request except to the extent necessary to determine the requestor's category for fee assessment purposes. The FOIA requirement that records be available to the public refers only to records in existence when the request is submitted. The act does not require an agency to compile or create information or records in response to an FOIA request.

3.2. Applying exemptions.

The Freedom of Information Act need not be invoked to obtain access to accessioned collections. Archives and History will restrict access to a collection or a portion of a collection on which restrictions have been placed by the donor. To obtain access to a restricted collection, patrons are required to apply directly to the donor. Archives and History will not withhold a record unless there is a compelling or legal reason to do so.

3.3. Records of other agencies.

In some instances, Archives and History maintains on deposit, but does not accession, the records of other state government agencies. If Archives and History receives a request to make available such unaccessioned records on deposit, it shall refer the request to the agency concerned for appropriate action.

§82-6-4. Hours of Use.

Hours for the Archives and History Library are established within the regular operating hours of the Cultural Center.

§82-6-5. Availability of Records and Donated Historical Materials.

5.1. General provisions.

Researchers will normally use documents in the Archives and History Library. Original documents will not normally be made available when microfilm, photocopies, or other alternative copies of the documents are available.

5.2. Research procedures and rules.

5.2.a. All patrons must sign and complete the guest book at the registration desk each day upon initial entry.

5.2.b. Patrons may pull books, materials and microfilm in the library and microfilm storage rooms. Call slips, with all requested information printed legibly, must be submitted at the

desk for materials not shelved in these rooms. Materials may be used in the library and microfilm reading rooms only and may not be removed. Patrons are not to reshelve any materials but are to return them to designated areas.

5.2.c. Patrons are to limit the number of books at their work area to three (3) and the number of reels of microfilm to no more than two (2). Other restrictions apply for specialized collections.

5.2.d. Only pencils may be used by researchers. Use of pens, highlighters, and other writing and/or marking devices is prohibited.

5.2.e. Smoking, eating, and drinking are prohibited in all library and collections areas.

5.2.f. Arrangement of the materials is to be retained and all materials are to be treated with great care so as to avoid marking, folding, or damaging in any way.

5.2.g. During the last one-half hour of operation, no materials will be pulled from the closed stacks or copies made by staff. During the last one-half hour of operation, the microfilm storage room will be closed.

5.2.h. All photocopying is done by staff.

5.2.i. Staff is available at the reference or entrance desk to assist patrons.

5.2.j. Patrons are responsible for their personal property. Archives and History assumes no responsibility for lost or stolen personal belongings or property.

5.2.k. All bags and packages are subject to inspection by staff before departure.

5.2.l. Use of the microfilm readers, reader/printers and on-line public access computers is on a first-come, first-served basis with sign-up required. When other researchers are waiting to use a microfilm reader, a two-hour limit is placed on using a reader and readers are assigned according to sign-up time on list. Use of reader/printers is limited to fifteen minutes. Use of on-line public access computers is limited to thirty minutes. Patrons are not permitted to use personal disks or other storage media on library computers.

5.2.m. Damaged materials must be reported immediately to the Archives and History staff.

5.2.n. Use of mechanized copying equipment by patrons is prohibited in all library and microfilm rooms. Such equipment includes but is not limited to cameras, photocopiers, and scanning devices.

5.2.o. Use of cellular phones is prohibited.

5.2.p. Patrons will not apply self-adhesive removable notes, tape, paper clips, staples, or similar objects to any items in the collections.

5.3. Use of specialized collections.

5.3.a. To provide quality access to the specialized collections, researchers should make an appointment with Archives and History staff at least one week in advance and provide information on research topic.

5.3.b. To use the specialized collections, researchers must complete an application form, which will be kept on file by Archives and History. Refer to Form #1, WVSA-01, "Library Registration Form West Virginia State Archives."

5.3.c. Conditions for the use of photographic copies. Refer to Form #2, WVSA-02, "Conditions for the Use of Photographic Copies West Virginia State Archives," and Form #4, WVSA-04, "Permission for Use of Photographs and Moving Images West Virginia State Archives."

5.3.d. Conditions for the use of moving images footage. Refer to Form #3, WVSA-03, "Conditions for the Use of Moving Images Footage West Virginia State Archives," and Form #4, WVSA-04, "Permission for Use of Photographs and Moving Images West Virginia State Archives."

5.3.e. When material from the specialized collections is used in a publication, broadcast, film, exhibition, etc., credit must be given as follows: "West Virginia State Archives." When a specific collection name is provided by Archives and History, that name must also appear in the credit line.

§82-6-6. Requests for Services.

6.1. Research requests must be submitted in writing to the Archives and History Library and must be accompanied by the applicable minimum research fee as outlined in section 6-7. Research requests must be limited to two (2) specific requests for information per letter. Staff research time is set at one-half hour per letter. If more than one-half hour of staff time is required, an additional fee will be assessed. If requests will require excessive research time, a list will be provided of individuals who conduct genealogical and historical research for a fee.

6.2. All research requests are assigned in the order of the date of receipt, with the exception of emergency requests and rush requests.

6.3. Rush and emergency requests may be placed by phone or facsimile transmission, but must be accompanied by confirmation guaranteeing payment prior to any work on the order. A rush request may be denied if staff commitments preclude the completion of said request in the time

specified.

§82-6-7. Fees.

7.1. Library fees.

7.1.a. A fee of fifteen dollars (\$15.00) must accompany each and every out-of-state research request. This fee is non-refundable and must be paid in advance. This entitles patrons to one-half hour of staff research time and two dollars and fifty cents (\$2.50) in copy work and postage and handling. If additional costs for copies, postage and handling, and/or additional research time are incurred, patrons will be billed.

7.1.b. A fee of five dollars (\$5.00) must accompany each and every in-state research request. This fee is non-refundable and must be paid in advance. This entitles patrons to one-half hour of staff research time and two dollars and fifty cents (\$2.50) in copy work and postage and handling. If additional costs for copies, postage and handling, and/or additional research time are incurred, patrons will be billed. The fee may be adjusted for West Virginia primary and secondary school students.

7.1.c. If emergency requests can be filled, they will be assessed a ten dollar (\$10.00) fee in addition to the applicable minimum research fee, any additional research and copy costs, and postage and handling. If the response is to be transmitted by facsimile or other electronic means, an additional fee shall be assessed. Emergency requests are limited to single specific requests. Such requests may be subject to review and restrictions.

7.1.d. Rush requests will be assessed a twenty-five dollar (\$25.00) fee in addition to the applicable minimum research fee, any additional research and copy costs, and postage and handling. If the response is to be transmitted by facsimile or other electronic means, an additional fee shall be assessed. Rush requests are limited to single specific requests. Such requests may be subject to review and restrictions.

7.1.e. Requests requiring excessive staff time will be assessed a fee of twenty dollars (\$20.00) per hour for all work exceeding the first half hour, plus all other applicable charges.

7.1.f. The photocopying cost for all 8½" x 11" and 8½" x 14" paper is twenty-five cents (\$.25) per sheet. The photocopying cost for 11" x 17" paper is fifty cents (\$.50) per sheet.

7.1.g. The microfilm reader/printer copy cost is fifty cents (\$.50) per sheet for 8½" x 11" and one dollar (\$1.00) per sheet for 11" x 17" when staff is required to make the copies. When patrons make their own copies, using self-service reader/printers, the cost is twenty-five cents (\$.25) per sheet for 8½" x 11" and fifty cents (\$.50) per sheet for 11" x 17".

7.1.h. The computer printer copy cost is twenty-five cents (\$.25) per sheet.

7.1.i. Vital Registration birth and death certificates are two dollars and fifty cents (\$2.50) per copy.

7.1.j. Land grant records are one dollar and fifty cents (\$1.50) for the first page and one dollar (\$1.00) for each subsequent page of the same grant.

7.1.k. Certification of a copied record, as a true and accurate copy of the said record for historical purposes only, is two dollars and fifty cents (\$2.50) for each use of the seal, each page of a document to be certified individually. Only copies made by staff can be certified.

7.1.l. Oversized items that can be copied at the Capitol Complex will be assessed a ten dollar (\$10.00) fee, plus the cost of copies, and postage and handling, if applicable. Collections that must be copied off the Capitol Complex will be assessed a twenty dollar (\$20.00) fee, plus the cost of copies, and postage and handling, if applicable.

7.1.m. Submission of a claim form for a Union Civil War medal must be accompanied by a thirty dollar (\$30.00) non-refundable payment, which includes the verification process, notification of acceptance or rejection, return of documentation, and certified mailing of the medal to successful claimants. Refer to Form #9, WVSA-09, "How to Apply for a Civil War Medal at the West Virginia State Archives," and Form #10, WVSA-10, "Claim Application for Civil War Medals."

7.1.n. Responses to emergency requests and rush requests may be sent via facsimile transmission. A facsimile transmission fee of one dollar (\$1.00) per page will be added to the costs of those requests.

7.1.o. Digital files that are transmitted electronically will be assessed a five dollar (\$5.00) transmittal fee per file. This fee will be added to the costs of those requests.

7.2. Photograph fees.

7.2.a. The requestor must accept all charges in advance and payment may be required prior to reproduction or use of photographs.

7.2.b. Reproduction fees. Refer to Form #5, WVSA-05, "Photograph Reproduction Fees West Virginia State Archives."

7.2.c. Use fees. Refer to Form #6, WVSA-06, "Photograph Use Fees West Virginia State Archives."

7.2.d. Reciprocal arrangements may be considered for state agencies, organizations, institutions, or individuals who are donors to or supporters of Archives and History.

7.3. Audiovisual Archives fees.

7.3.a. The requestor must accept all charges in advance and payment may be required prior to transfer, duplication, or use of moving images or audio.

7.3.b. Transfer and duplication fees. Refer to Form #7, WVSA-07, "Audiovisual Archives Transfer & Duplication Fees West Virginia State Archives."

7.3.c. Use fees. Refer to Form #8, WVSA-08, "Audiovisual Archives Use Fees West Virginia State Archives."

7.3.d. Reciprocal arrangements may be considered for state agencies, organizations, institutions, or individuals who are donors to or supporters of Archives and History.

7.4. *West Virginia History*

West Virginia History, the state journal of history, biography, bibliography, and genealogy, is available on a non-refundable subscription basis. Subscription rates are fifteen dollars (\$15.00) per copy in the United States and eighteen dollars (\$18.00) per copy outside the United States.

7.5. Payment of fees

Fees may be paid in cash, by check, money order, or credit card. Remittances from outside the United States must be made by credit card, international money order, payable in U.S. dollars, or a check drawn on a U.S. bank.

7.6. Non-Payment of fees

Non-payment of fees nullifies any additional requests for copies or use of collections until full payment of outstanding obligations has been made.

Form #1

**LIBRARY REGISTRATION FORM
WEST VIRGINIA STATE ARCHIVES**

Name _____

Affiliation _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

E-Mail Address _____

Purpose of Research (check all that apply)

☐ 01 State agency operations☐ 02 Legislation☐ 03 Genealogy☐ 04 Military history☐ 05 Student paper☐ 06 Graduate thesis☐ 07 Community history☐ 08 Historic preservation☐ 09 Archaeology☐ 10 Printed publication☐ 11 Illustrations☐ 12 Legal proceedings☐ 13 Property title search☐ 14 Exhibit☐ 15 Instructional use☐ 16 Audiovisual Archives☐ 17 Other (*please specify*): _____**DECLARATION:**

I have received a copy of the Archives and History Library rules and agree to abide by them. For any publication, broadcast, film, exhibition, etc., in which this material is used, I will give credit as follows: "West Virginia State Archives." When a specific collection name is provided by Archives and History, that name will also appear in the credit line.

*Signature*_____
Date

ARCHIVES AND HISTORY LIBRARY RULES
FOR USE OF SPECIALIZED COLLECTIONS

1. All patrons must sign and complete the guest book at the registration desk each day upon initial entry.
2. All researchers using specialized collections will complete the library registration form.
3. Only pencils may be used by researchers. Use of pens, highlighters, and other writing and/or marking devices is prohibited.
4. Smoking, eating and drinking are prohibited in all library and collections areas.
5. Arrangement of the materials is to be retained and all materials are to be treated with great care so as to avoid marking, folding, or damaging in any way.
6. All bags and packages are subject to inspection by staff before departure.
7. Damaged materials must be reported immediately to the Archives and History staff.
8. Use of mechanized copying equipment by patrons is prohibited in all library and microfilm rooms. Such equipment includes but is not limited to cameras, photocopiers, and scanning devices.
9. Use of cellular phones is prohibited.
10. Patrons will not apply self-adhesive removable notes, tape, paper clips, staples, or similar objects to any items in the collections.
11. When material from the specialized collections is used in a publication, broadcast, film, exhibition, etc., credit must be given as follows: "West Virginia State Archives." When a specific collection name is provided by Archives and History, that name must also appear in the credit line.
12. All photocopying is done by staff.
13. Conditions for the use of photographic copies and/or moving images footage are available on Forms #2, #3, and #4. It is suggested the researcher consult with the appropriate archivist for these collections about usage.
14. Notice: this material may be protected by copyright law (U. S. Code Title 17).

Form #2

**CONDITIONS FOR THE USE OF PHOTOGRAPHIC COPIES
WEST VIRGINIA STATE ARCHIVES**

1. Permission is granted for the use of photograph(s) from the West Virginia State Archives (WVSA) for a non-exclusive, one time, one edition, one language use only. To make any additional use of the photograph(s) in another format requires the written permission of the WVSA and may be subject to additional fees. Further use of the photograph(s) must be applied for in writing prior to re-publication, re-broadcast, or re-exhibition.
2. Credit must be given as follows: "West Virginia State Archives." When a specific collection name is provided by the WVSA, that name must also appear in the credit line. In printed materials, the credit line will appear on the same or facing page as the photograph(s) or be included within the credit section. In all other formats, the credit line will be included on the film within the credit section. With exhibitions, the credit line will be displayed within the exhibit area. Exceptions must be requested in advance.
3. A complimentary copy of any published work, videotape, or other final production format must be provided to the WVSA.
4. Copyrighted material will not be copied without the written permission of the copyright holder. Applicants assume all responsibility for questions of copyright and invasion of privacy that may possibly arise in the reproduction and in the use they make of the images reproduced.
5. Others must not be permitted to reproduce the photographic copy or any facsimile of it.
6. Photograph(s) shall not be donated to other archival institutions without the written permission of the WVSA.
7. The WVSA reserves the right to limit the number of photographic copies; to restrict the use or reproduction of rare or valuable material; to make special quotations on material involving unusual difficulty in copying; and to charge a higher copying fee than specified.
8. The applicant must accept all charges in advance and payment may be required before rights will be granted to use any photograph(s).
9. Any exceptions or additions to the above conditions must appear on, and be considered part of, this agreement.
10. Failure to comply with the above conditions may result in prosecution and/or restricted use of the WVSA collections.

Form #3

**CONDITIONS FOR THE USE OF MOVING IMAGES FOOTAGE
WEST VIRGINIA STATE ARCHIVES**

1. Permission is granted for the use of moving images footage from the West Virginia State Archives (WVSA) for a non-exclusive, one time, one edition, one language use only. The footage will not be used in other media or formats without the written permission of the WVSA and may be subject to additional fees. Further use of the footage must be applied for in writing prior to re-broadcast or re-exhibition. The applicant will not reproduce any still images from the footage for any use.
2. It is the applicant's responsibility to obtain all required releases from persons whose voices or likenesses appear in the footage or from their estates, and from the owners of any music contained in the footage. The applicant shall pay any fees and other payments required in connection with the releases and furnish the WVSA with copies of all such releases.
3. The applicant will indemnify, defend, and hold the WVSA and its officers, directors, agents, employees, representatives, and associates harmless from and against any and all costs, damages, liabilities, and expenses, including reasonable fees arising out of any claim whatsoever regarding use of the footage. At the request of the WVSA, the applicant will agree to defend any such claim at its own expense, which will include the obligations to pay residuals or any other amounts that may be due.
4. Copyrighted material will not be copied without the written permission of the copyright holder. Applicants assume all responsibility for questions of copyright and invasion of privacy that may possibly arise in the reproduction and in the use they make of the images reproduced.
5. Credit must be given as follows: "West Virginia State Archives." When a specific film or collection name is provided by the WVSA, that name must appear in the credit line.
6. A complimentary copy of the final production must be provided to the WVSA within thirty days of completion of project.
7. The applicant may not copy, duplicate, or otherwise use any footage except as provided in the "Intended Use" section of this agreement.
8. Footage shall not be donated to other archival institutions without the written permission of the WVSA.
9. The WVSA is and will remain the owner of the copyright of the footage. The applicant may not assign or sub-license to any third party the rights authorized in this agreement. No waiver of any of the terms of this agreement will be valid without the written permission of the WVSA.
10. The applicant must accept all charges in advance and payment may be required before rights will be granted to use the footage.
11. Any exceptions or additions to the above conditions must appear on, and be considered part of, the licensing agreement.
12. Failure to comply with the above conditions may result in prosecution and/or restricted use of the WVSA collections.

Form #4

**PERMISSION FOR USE OF PHOTOGRAPHS AND MOVING IMAGES
WEST VIRGINIA STATE ARCHIVES**

Use is _____ Non-Profit _____ Commercial

Intended use of the image(s):

Images will be used for:

_____ Printed publication _____ Exhibition _____ Film _____ DVD

_____ Video _____ Television _____ Filmstrip _____ CD

_____ Private use _____ On-line _____ Other (*please specify*): _____**Description & Fee:****Total Due:**

Signature below indicates the attached conditions for the use of image(s) have been read, approved, and agreed to:

Signed _____ Date _____

Printed Name _____ Title _____

Affiliation _____

Mailing Address _____

City _____ State _____ Zip Code _____

Permission for reproduction by:

Director, Archives and History

Fee Paid \$ _____

Form #5

**PHOTOGRAPH REPRODUCTION FEES
WEST VIRGINIA STATE ARCHIVES****Black and White (B&W) prints**

5 x 7	\$7.00
8 x 10	10.00
11 x 14	20.00
16 x 20	30.00

Digital Images (black and white or color)

File available	\$5.00
No file available	10.00

Creation of a CD-ROM will cost \$3.00 per CD.

Digital Prints

5½ x 8½	\$10.00
8½ x 11	15.00
13 x 19	40.00

Special cropping, retouching, and sepia or brown toning may be available and may incur additional charges for materials and/or labor.

Special orders

Prints larger than 16x20, panoramics, slides, etc., are not reproduced in-house and will be quoted on an individual basis depending on price charged to the WVSA by private vendors.

Reciprocal arrangements may be considered for state agencies, organizations, institutions, or individuals who are donors to or supporters of the WVSA.

Form #6

**PHOTOGRAPH USE FEES
WEST VIRGINIA STATE ARCHIVES**

	<u>Cost per image</u>
Educational and/or non-profit printed publication or CD-ROM	\$15.00
Educational and/or non-profit video or DVD-ROM	25.00
Educational and/or non-profit television broadcast or film, with home video	35.00
Commercial printed publication or CD-ROM	40.00
Commercial video or DVD-ROM	60.00
Commercial television broadcast or film, with home video	80.00

Reciprocal arrangements may be considered for state agencies, organizations, institutions, or individuals who are donors to or supporters of the WVSA.

Form #7

**AUDIOVISUAL ARCHIVES TRANSFER & DUPLICATION FEES
WEST VIRGINIA STATE ARCHIVES**

Duplication

Master video tape

1/2" VHS tape (includes tape)

Screener tapes with time code

Audio tape to cassette

Audio to CD-ROM

Video to DVD

Cost\$45.00/hour (\$45 minimum) BETA
SP stock extra\$20.00/1st hour +\$5.00/each
additional hour (\$20 minimum)

\$30.00/hour (\$30.00 minimum)

\$15.00/hour (\$7.50 minimum)

\$30.00/hour (\$30.00 minimum)

\$30.00/hour (\$30.00 minimum)

Transfer

Film to video tape

Analog disc to audio tape or CD-ROM

Cost\$70.00/1st hour (includes tape stock)
+ \$25.00/each additional 30 minutes
(does not include tape stock) (\$70
minimum)

\$30.00/hour (\$30.00 minimum)

Other Services

Microfilming documents (paper documents to microfilm)

Microfilming duplication

Non-profit organizations and institutions

16mm

35mm

Individuals and for-profit

16mm

35mm

Cost\$1.00 per exposure (\$50.00
minimum) plus the cost of
duplication

\$15.00 per roll

\$30.00 per roll

\$50.00 per roll

\$100.00 per roll

Note: Every effort is made to turn requests around in two to four weeks. Orders needed in less than two weeks may be negotiated at higher rates.

Reciprocal arrangements may be considered for state agencies, organizations, institutions, or individuals who are donors to or supporters of the WVSA.

Form #8

**AUDIOVISUAL ARCHIVES USE FEES
WEST VIRGINIA STATE ARCHIVES**

<i>Educational and/or non-profit television broadcast or film</i>	<u>Cost per second</u>
Local viewing area or market	\$2.00
State viewing area or market	3.00
National viewing area or market	8.00
Worldwide viewing area or market	12.00
Worldwide viewing area or market plus home video	15.00

<i>Commercial television broadcast or film</i>	<u>Cost per second</u>
Local viewing area or market	3.00
State viewing area or market	5.00
National viewing area or market	20.00
Worldwide viewing area or market	25.00
Worldwide viewing area or market plus home video	30.00

Home video distribution without broadcast or cable	20.00
CD-ROM, videodisc, and/or on-line applications without broadcast or cable	15.00

Reciprocal arrangements may be considered for state agencies, organizations, institutions, or individuals who are donors to or supporters of the WVSA.

Other services not addressed in this document will be evaluated and priced on an individual basis.

Form #9

**HOW TO APPLY FOR A CIVIL WAR MEDAL
AT THE
WEST VIRGINIA STATE ARCHIVES**

Many heirs of West Virginia Union veterans of the Civil War may be eligible to claim medals struck to honor their ancestors years ago. Most of the medals were claimed by the veterans themselves, their immediate families, or their descendants, but several thousand medals remain unclaimed. A list of the unclaimed medals is available in the Archives and History Library and on its website.

To claim an ancestor's medal, a claimant must submit his or her line of descent from the veteran along with documentation to support this line of descent. To establish line of descent, claimants must include *copies* of primary sources, including birth, death, marriage, will, deed, military, census, Bible records, etc. Old letters, diaries, marriage announcements, or obituaries may also prove helpful in supporting a descendant's claim. **Please note that a family chart submitted without primary source documentation is not sufficient.**

The claimant who establishes the most direct relationship to the veteran will be awarded the ancestor's medal six months from the date the fully documented claim is received by Archives and History. The purpose of the six-month waiting period is to allow for sufficient verification of the descendant's claim and for submission of counterclaim(s) by other potential descendant(s). In the case of equal claims, the descendant whose claim was received first will be awarded the medal.

To submit a claim for a remaining medal, please submit the application form with appropriate documentation and a thirty dollar (\$30.00) non-refundable fee to:

**Archives and History
The Cultural Center
1900 Kanawha Boulevard E.
Charleston, WV 25305-0300**

Medal claims may only be submitted by mail or hand-delivered in person. None will be accepted via e-mail or fax.

Form #10

**CLAIM APPLICATION FOR CIVIL WAR MEDALS
(West Virginia Union Regiments Only)**

Submission of a claim for a Union Civil War medal must be accompanied by a thirty dollar (\$30.00) **non-refundable payment**, which includes the verification process, notification of acceptance or rejection, return of documentation, and certified mailing of the medal to successful claimants. Make checks payable to "Culture and History".

Applications should be returned to: Archives and History; The Cultural Center; 1900 Kanawha Boulevard E.; Charleston, WV 25305- 0300.

Name of Veteran: _____

Veteran's Service Unit: Company _____ Regiment _____

Names and Address of Claimant: _____

Claimant's Relationship to Veteran: _____

Please list the documents which you have included for verification of your line of descent:

_____	_____
_____	_____
_____	_____
_____	_____

Briefly outline your line of descent from the veteran:

Claimant's signature: _____ Date: _____

FOR USE OF CULTURE & HISTORY STAFF. PLEASE DO NOT WRITE IN THIS AREA.

Date Received: _____ Additional documentation needed? _____

If additional documentation needed, date received: _____

Verified: _____ By: _____ Date Due: _____

Medal claims may only be submitted by mail or hand-delivered in person. None will be accepted via e-mail or fax.